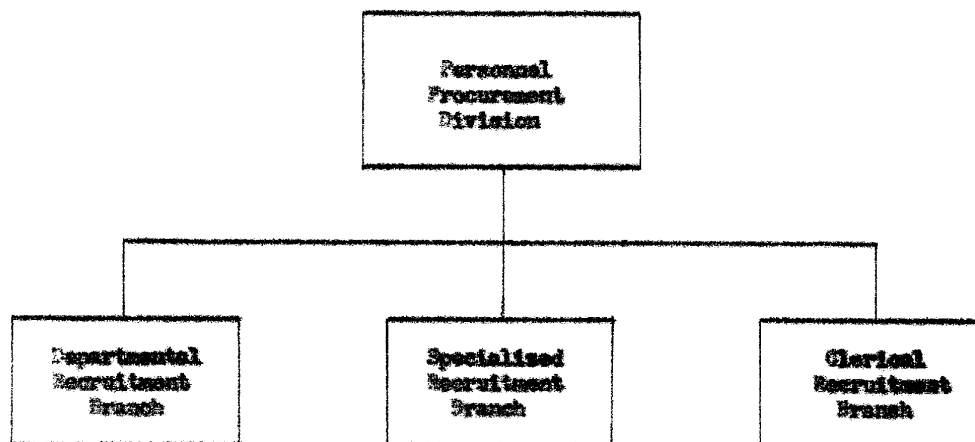


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Tab A

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Organization Chart
Personnel Procurement Division
Office of Personnel



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Functions

Personnel Procurement Division

Office of Personnel

Personnel Procurement Division

The Chief, Personnel Procurement Division, under the general direction of the Director of Personnel, shall:

1. Develop and operate a recruitment activity, having departmental and field coverage, to provide the necessary qualified applicants to meet Agency personnel requirements.
2. Establish contact with appropriate source organizations and individuals, nation wide, and maintain secure liaison channels with productive sources.
3. Calculate, in conjunction with Agency operating officials and through the application of pertinent statistical data, the long range requirements for personnel to maintain the normal strength of the Agency and for such special requirements as may be subject to forecasting.
4. Maintain continuous liaison with appropriate operating echelons within the Agency and be aware of trends which may effect the recruitment activity.

Departmental Recruitment Branch

The Chief, Departmental Recruitment Branch, under the general direction of the Chief, Personnel Procurement Division, shall:

1. Operate a recruitment activity within Agency Headquarters for the purpose of processing applicants who apply locally for employment.

Clerical Recruitment Branch

The Chief, Clerical Recruitment Branch, under the general direction of the Chief, Personnel Procurement Division, shall:

1. Operate a recruitment activity, of nation wide scope, to locate, interview and test potential applicants for Agency clerical level positions.

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Specialized Recruitment Branch:

The Chief, Specialized Recruitment Branch, under the general direction of the Chief, Personnel Procurement Division, shall:

1. Operate a recruitment activity, of nation wide scope, to locate, interview and evaluate potential applicants for Agency employment in the specialized, professional, technical and covert fields.

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Next 1 Page(s) In Document Exempt

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